

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - August 13, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
2291	Advocate	Legal Secretary	CR,CL	7/23/2012	\$ 17.22
2092	Executive	Office Specialist	CR,CL	6/4/2012	\$ 12.49
2319	Executive - Magdalena Visitor Center Project	Project Coordinator (Occasional)		8/6/2012	\$ 20.00
2320	Executive - Magdalena Visitor Center Project	Laborer (Occasional)		8/6/2012	\$ 15.00
2323	Executive - Magdalena Visitor Center Project	Laborer (Occasional)		8/6/2012	\$ 15.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
General Support Services					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2305	Facility Management	Custodial/Grounds Worker		7/30/2012	\$ 10.77
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2255	Grants and Contracts	Principal Accountant		5/14/2012	\$ 50,618.00
Department of Planning and Economic Development					
2309	Administration	Planner		7/16/2012	\$ 20.98
Department of Health and Human Services					
2283	Behavioral Health	Administrative Assistant	CR,CL- <i>Re-advertised</i>	8/13/2012	\$ 14.49
2116	Child Welfare	Transit Driver		8/6/2012	\$ 12.81
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2177	Child Welfare	Program Manager, Senior		6/11/2012	\$ 69,777.00
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2293	Health Transportation Services - Site: Sells	Transit Dispatcher		5/29/2012	\$ 14.85
2297	Health Transportation Services - Site: Sells	Transit Driver		6/11/2012	\$ 12.81
2298	Health Transportation Services - Site: San Lucy	Transit Driver		6/11/2012	\$ 12.81
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
2294	Senior Services	Program Coordinator		6/11/2012	\$ 19.49
Department of Education					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2103	Early Childhood	Health Education Specialist		7/23/2012	\$ 19.01
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver		5/29/2012	\$ 14.49
2306	Early Childhood - Site: Vaya Chin	Center Coordinator		7/16/2012	\$ 20.47
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2018	Recreation - Site: Menager's Dam	Recreation Specialist		7/30/2012	\$ 12.49
2019	Recreation - Site: Sells	Recreation Specialist		7/23/2012	\$ 12.49
2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
Department of Natural Resources					
2331	Livestock	Utility Worker	NEW	8/13/2012	\$ 11.89
Department of Water Resources					
2310	Water Resources	Field Supervisor		6/18/2012	\$ 53,180.00
Department of Public Safety					
2314	Law Enforcement - Corrections	Assistant Corrections Administrator	NEW	8/13/2012	\$ 66,415.00
2316	Law Enforcement - Corrections	Corrections Administrator	NEW	8/13/2012	\$ 85,017.00
2325	Law Enforcement - Corrections	Corrections Support Specialist	NEW	8/13/2012	\$ 14.85
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$ 14.49
2315	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22

CR=Clerical Required CL=Career Ladder

Equal Employment Opportunity and Indian Preference Employer Page 1 of 2

2300	Law Enforcement	Accounting Specialist	6/4/2012	\$	17.22
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ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

SALARY: **\$14.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 13, 2012**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/**Behavioral Health**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 words per minute and demonstrate 60% proficiency in grammar, spelling and math.

ADDITIONAL REQUIREMENTS:

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|---|--|
| • A signed and completed Tohono O'odham Nation employment application. | • A signed and completed Authorization to Release Information document. |
| • A signed and completed Background/MVR Investigations document. | • If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card. |
| • Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license. | • Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634 |

Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **UTILITY WORKER**
SALARY: **\$11.89 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 13, 2012**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/**Livestock Facilities**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs routine manual labor-intensive tasks necessary to maintain the Livestock Complex, to include various maintenance tasks, light carpentry repairs.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in facility maintenance and building repairs, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.
- AND—
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

ADDITIONAL REQUIREMENTS:

- | | |
|---|---|
| <ul style="list-style-type: none"> • A signed and completed Tohono O'odham Nation employment application. • A signed and completed Background/MVR Investigations document. • Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license. | <ul style="list-style-type: none"> • A signed and completed Authorization to Release Information document. • If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card. • Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634 |
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HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT CORRECTIONS ADMINISTRATOR

SALARY: \$66,415.00, PLUS BENEFITS

OPENING DATE: August 13, 2012

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/Corrections

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs work of considerable difficulty in planning, directing and coordinating activities of the Tohono O'odham Nation's Correction facility. Acts as Corrections Administrator as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Law Enforcement, and three years work experience in corrections/detention facility, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

ADDITIONAL REQUIREMENTS:

- | | |
|---|--|
| • A signed and completed Tohono O'odham Nation employment application. | • A signed and completed Authorization to Release Information document. |
| • A signed and completed Background/MVR Investigations document. | • If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card. |
| • Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license. | • Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634 |

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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: CORRECTIONS ADMINISTRATOR

SALARY: \$85,017.00, PLUS BENEFITS

OPENING DATE: August 13, 2012

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/Corrections

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, oversees the day-to-day operations of the correctional budgets, security operations, correctional staff and inmate population.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Public Administration, and five years' work experience in management of a correctional facility, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

ADDITIONAL REQUIREMENTS:

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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **CORRECTIONS SUPPORT SPECIALIST**

SALARY: **\$14.85 PER HOUR, plus benefits**

OPENING DATE: **August 13, 2012**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. Public Safety/Corrections

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs administrative operational and technical support to assigned unit. Operate radio transmission equipment. React to any emergencies or physical confrontations in a controlled work environment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma or higher degree of learning in criminal justice, correctional facilities operations and three years' work experience in corrections or law enforcement support, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire. Must continue to meet suitability requirements for law enforcement.
- Must maintain access certification as a requirement for all criminal history databases (NCIC, ACIC, Spillman) and any communications systems required for inmate records.
- Must type 40 words per minute and demonstrate 70% proficiency in grammar, spelling and math.

Security Clearance

- Any adverse background information disclosed or obtained in criminal and/or traffic records check will disqualify applicant.
- Any falsification of application information may result in immediate disqualification from further employment consideration.

ADDITIONAL REQUIREMENTS:

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- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
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